



June 30, 2016

Ms. Jodie Gallais
University Secretariat

Research Committee – GFC Standing Committee Report for July 1, 2015 to June 30, 2016

Members: Matthew Letts (Chair July 1, 2015 to December 31, 2015); Claudia Malacrida (Chair January 1, 2016 to June 30, 2016); Erasmus Okine (*Ex Officio* Member); Andrew Hakin (*Ex Officio* Member); Lynn Kennedy; Adriana Predoi-Cross; Wei Xu; Amy von Heyking; Deanna Oye; Olu Awosoga; John Usher; Dan O'Donnell; and Penny D'Agnone (Resource Member, non-voting).

September 8, 2015:

- Introduction of the GFC Research Committee and roles.
- Timeline of adjudication of Agility Research Innovation Fund (ARIF), University of Lethbridge Research Fund (ULRF), and Chinook Undergraduate Summer Studentships.

December 8, 2015:

- Adjudication of the ARIF awards. Six applications were received and 2 were awarded.

February 25, 2016:

- Meeting to adjudicate 30 ULRF applications. Prior to this meeting, the applications were randomly assigned to one or two evaluation groups made up of three GFC Research Committee members and ranked as "fund", "do not fund", or "maybe" by the groups.
- Seventeen applications were funded.

March 7, 2016:

- Meeting to adjudicate 56 Chinook Studentship applications. Prior to the meeting, applications were randomly assigned to one or two evaluation groups made up of three GFC Research Committee members and ranked as "fund", "do not fund", or "maybe" by the groups.
- At the meeting, the Committee ranked the "fundable" applications. 20 students were funded.

April – June, 2016:

- The GFC Research Committee was asked to review the terms of the ULRF and Chinook Summer Studentships and provide comments to Penny D'Agnone.
- Comments from the Committee as well as ORIS staff and previous comments and/or questions from faculty and applicants were compiled and the terms were updated to provide more

valuable information to the applicant regarding evaluation of applications and to the GFC Research Committee regarding review criteria and process.

- The updated and approved terms have been attached and will be used for the fall 2016/2017 ULRF competition and the spring 2017 Chinook Studentship competition.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Claudia Malacrida', with a long, sweeping underline that extends to the right.

Claudia Malacrida, Committee Chair
Associate Vice-President, Research

University of Lethbridge Research Fund (ULRF)

OVERVIEW	
Value	\$6,000 for a sole applicant, \$12,000 for more than one applicant
Duration	18 months (April 1 to September 30 of following year)
Application Deadline	November 10, 2016 at 4:00pm
Notice of Decision	Mid to late March 2017
Start date	April 1, 2017
ORIS Contact	Penny D'Agnone (403-382-7198 or penny.dagnone@uleth.ca)

Description:

The University of Lethbridge Research Fund (ULRF) is an internal source of funds administered by the Office of Research & Innovation Services (ORIS) directed toward the support of research activities in any discipline on campus. The ULRF is intended to seed new projects and to leverage funding to launch a program of research. The ULRF is not intended to provide on-going support, through repeated applications, or to supplement an on-going program of research.

Awards to a single applicant are limited to a maximum of \$6,000. Collaborative applications, where more than one applicant is from the University of Lethbridge, may request up to a maximum of \$12,000. It is expected that the funds requested in each competition will exceed the funds available.

Eligibility:

Full-time University of Lethbridge Faculty are eligible to apply. All members, as defined in the University of Lethbridge Faculty Association Handbook, who have research duties as part of their appointment may be eligible. Applicants may only be named on one ULRF application per competition. Applicants cannot hold more than one award from internal funding sources such as Community of Research Excellence Development Opportunities (CREDO) Program and the Internal SSHRC. Applicants are allowed to hold a [University of Lethbridge Travel Fund](#) award concurrently with the ULRF.

Timeline:

- **August – September:** Launch of current competition.
- **November 10, 2016 at 4:00pm:** Application deadline.
- **November – December:** Applications are reviewed by the internal and/or external reviewers.
- **January – February:** Applications and the reviews are sent to the GFC Research Committee for adjudication and ranking.
- **February – March:** The GFC Research Committee meets to rank applications and make funding decisions.
- **Mid to late March:** Notice of Decisions are distributed to applicants.
- **April 1:** Start date of successful ULRF applications.

Use of Funds:

It is the responsibility of the applicant(s) to adequately justify the expenditures included in the application. Funds can be requested in line with the following criteria:

- A grant may be directed to personnel costs in accordance with UofL policy.
- A grant may be used to pay for travel directly related to research, including travel by research assistants in the performance of their assigned duties.
- No more than 10% of the total project budget may be used for professional development activities.
- No more than 10% of the total budget may be directed to dissemination of research results, including conference attendance. Use of ULRF awards for conference costs will be restricted to expenses that are not eligible under the [University of Lethbridge Travel Fund](#) (e.g. costs associated with publication or poster production for presentations).
- Other items necessary for research may be considered for funding at the discretion of the GFC Research Committee.
- Normally, the purchase of journals, books, computers, software, and major equipment will not be considered.
- Research projects requesting retroactive funding prior to the application deadline or requesting funding for teaching development will not be considered.

How to Apply:

General Guidelines:

The ORIS normally issues a call for proposals in August of each year. **Submissions for the current round are due by 4:00 p.m. on Thursday, November 10, 2016.** Late submissions will not be accepted and incomplete applications will be deemed ineligible.

An application consists of a document attached to **ULRF application form** found under the Research Services tab in the BRIDGE system. The form can be accessed by selecting the **Internal Grant Application Form** section. The attachment must be prepared in accordance with the instructions found here.

NOTE: Do not complete the online form until your attachment is complete and ready to be uploaded as you cannot save the online form for completion at a later date.

Complete applications require the following components:

- Completion of the online application form available through the BRIDGE; and
- The following elements uploaded as a single attachment: Abstract; Research Proposal; References; CV; Report on previous ULRF; Other funding for this application; and Budget with justification.

Application Attachment Instructions:

Applicants must complete the online application form available through the BRIDGE and include the required attachment. For the attachment, use font size of 12 point, black type. Maximum of six lines per inch. No condensed/narrow fonts, type, or spacing. Insert a margin of 2 cm (3/4 inch) - minimum - around the page.

The application should be clear and concise and justify the use of all funding and provide all requested information (below).

1. **Abstract (ONE PAGE MAXIMUM):** Provide a succinct project description written so that a non-expert in the field of study can understand the proposed research, the scope and limitations of the project. Also outline the potential significance of the study to the University, discipline, researcher, and /or society at large.
2. **Research Proposal (FIVE PAGES MAXIMUM):** Organize the detailed narrative under the following headlines:
 - o **Background:** Define the problem clearly and concisely, providing any background information essential to understanding the importance of the work.
 - o **Theoretical Framework, Methodology and Proposed Outcomes:** Outline the theoretical framework governing the work proposed, the methodologies to be undertaken and the proposed outcomes. For collaborative applications with multiple applicants, indicate the unique role that each applicant brings to ensuring the proposed outcomes. Describe how the anticipated outcomes will serve to contribute to each applicant's program of research. Indicate if the proposed research falls in a new or existing research program.
 - o **Significance and Dissemination:** Include statements of the potential significance, future use, relevance or application of the results. Explain how the results will be disseminated.
3. **References (TWO PAGES MAXIMUM):** Include references, where appropriate, to similar or related work. Indicate if the field is largely untouched.
4. **Publications and Prior Research:** Provide a short CV listing each applicant's education, recent (last five years) and/or relevant publications, and prior research activity. A Canadian Common CV is preferable, but not required.
5. **Previous ULRF Award(s) (ONE PAGE MAXIMUM):** Provide a brief summary of the topic, activities, and results of any previous ULRF awards (e.g. conference papers, research grants, publications, performances, exhibitions, etc.).
6. **Other Funding for this Application:** Provide information regarding other granting agencies or sources from which you have received, requested or plan to request funding for this research. Include the name of the granting agency, the status of the request, and the amount requested or awarded.
7. **Budget with Justification (THREE PAGE MAXIMUM):** Applicants must provide information on other sources of funds for the project if the proposed costs exceed the maximum provided by this fund.
Provide a concise justification for each budget item under the following headlines, where applicable.
 - o **Personnel:** Personnel costs must include each employee's title and type of work to be performed, the estimated number of hours/months to be worked, and the rate of pay per hour/month plus 12% benefits.

- **Materials and Supplies:** Requests for materials and supplies must clearly indicate their purpose in the proposed activities.
 - **Equipment:** A descriptive statement of each item of equipment must be included in the justification of the budget. Applicants are reminded that all equipment purchased with research grants remains the property of the University of Lethbridge in accordance with university policy. Applications for computer equipment will need to provide a particularly strong justification, establishing the specific need of the item for the proposed research.
 - **Travel:** Travel costs must include the purpose of the travel for each destination, mode of travel, cost of meals and lodging, and the number of days of the travel.
 - **No more than 10% of the project budget may be used for professional development activities.**
 - **No more than 10% of the budget may be directed to dissemination of research results, including conference attendance.** Use of ULRF awards for conference costs will be restricted to expenses that are not eligible under the [University of Lethbridge Travel](#) Fund (e.g. costs associated with publication or poster production for presentations).
- 8. Referees (ONE PAGE MAXIMUM):** Provide the names of two internal (University of Lethbridge) and two external referees who may be qualified to provide an unbiased review. Please see **Conflict of Interest Guidelines below**. Indicate any relationships with referees (e.g. collaborator, co-author, dissertation supervisor). The names and contact information for referees must be provided where required on the online application form available through the BRIDGE. These suggestions will provide guidance in final referee selection.

Conditions of the Award:

- 1. Use of Funds:** Expenditures may be made only for those cost elements identified in the application or as limited in the Request for New Fund form. Special conditions may include human subject research or animal welfare approval, expenditure limitations, etc. Minor transfers of funds from one budget category to another may be permitted. Expenditures included in the application budget may be eligible if incurred between the application deadline and the Notice of Decision of the ULRF Competition **if prior approval is granted by ORIS**. Major transfers or the use of funds for a previously unspecified expense or a new budget item requires prior approval by ORIS.
- 2. Term:** The term of an award is eighteen months or less, in accordance with the applicant's request. [Requests for extensions](#) should be submitted to ORIS thirty (30) days prior to the end date. The total term, including any extension, may not normally exceed twenty-four months.
- 3. Reports:** A [final report](#) on the work funded by the ULRF must be submitted within six months of the termination date. Subsequent applications can be considered only after receipt of satisfactory final reports and/or [progress reports](#) for previous or existing grants.
- 4. Equipment & Library Acquisitions:** Equipment or library materials acquired with grant funds remain as property of the University of Lethbridge in accordance with university policy.

5. **Personnel:** Personnel employed with grant funds are not regular University employees and are not covered by the provisions of the collective agreement with support staff.

Evaluation Process and Criteria:

The following priorities apply to all applicants:

- Grants are awarded on the basis of merit. All ULRF applications are reviewed by at least two referees. Final funding decisions are made by the GFC Research Committee. Due to limits on funding availability, appeals will not be considered.
- Proposals involving student participation are given priority. If student participation is not possible, it is strongly suggested that a **brief** justification be provided.

The ULRF awards will be allocated between Emerging and Established Scholars, according to tri-agency definitions. The number of each type of applicant to be funded will be considered annually based upon the number of applications, budget allocation to the competition, and the quality of submitted applications.

Emerging Scholar: An emerging scholar is someone who has not yet had the opportunity to establish an extensive record of research achievement, but is in the process of building one.

Applicants identifying themselves as an *Emerging Scholar* must demonstrate that they have not applied successfully as the Principal Investigator for a research grant offered through Social Sciences & Humanities Research Council (SSHRC), the Natural Sciences and Engineering Research Council (NSERC), or the Canadian Institutes of Health Research (CIHR).

In addition, they must meet at least one of the following criteria:

1. Have completed their highest degree no more than seven years before the competition deadline (the Committee will consider only the date of completion of the first doctorate).
2. Have held a tenured or tenure-track university appointment for less than seven years.
3. Have held a university appointment, but never a tenure-track position (in the case of institutions that offer tenure-track positions).
4. Have had their careers significantly interrupted or delayed for health or family reasons within the past seven years.

Established scholar: Someone who has established—or who, since the completion of his or her highest degree, has had the opportunity to establish—a record of research achievement.

Please refer to the [ULRF Score Sheet](#) for the criteria used to evaluate applications.

Following the November application deadline, applications are sent to at least two internal and/or external reviewers who are asked to rank the application package on the following criteria:

1. **Assessment of the Application:** This is an overall rating for the proposal package.

2. **Quality and Originality of Proposal (40%)** including the clarity of purpose/objectives; potential significance of proposed research; suitability of research methods/strategies; relationship/importance to research program; and suitability of proposed timetable.
3. **Research/Scholarly/Creative Achievements of Applicant (40%)** including significance of previous work and level of research activity, taking into account the scholar's stage of career.
4. **Justification of Proposed Budget (20%).** It is the responsibility of the applicant(s) to provide adequate information and justification for activities and expenditures included in the application package.

The application packages and review assessments are then forwarded to the GFC Research Committee who then rank the application as fundable; may be recommended for funding; or not recommended for funding. At a roundtable meeting, the GFC Research Committee ranks all fundable applications. The applications will be funded based on the ranking and the budget allotment for that funding year. It is expected that the number of fundable applications will exceed the amount of available funds for each competition.

Conflict of Interest Guidelines* for Reviewer Selection:

A **conflict of interest** occurs when a reviewer's duties and responsibilities with regard to the review process are in conflict with that reviewer's private, professional, business or public interests. There may be a real, perceived or potential conflict of interest when the review committee member, external reviewer or observer:

- May receive professional/personal benefit resulting from the funding opportunity or application being reviewed;
- Has a professional/personal relationship with an applicant or the applicant's institution; or
- Has a direct/indirect financial interest in a funding opportunity or application being reviewed.

A conflict of interest may exist when review committee members, external reviewers or observers:

- Are a relative or close friend or have a personal relationship with the applicant(s);
- Are in a position to gain or lose financially/materially from the funding of the application;
- Have had long-standing scientific or personal differences with the applicant(s);
- Are closely professionally affiliated with the applicants, as a result of having in the last six years:
 - Been a supervisor or a trainee of the applicant(s);
 - Currently supervise the applicant(s) (ie. Department Chair or Dean);
 - Collaborated, published or shared funding with the applicants, or have plans to do so in the immediate future; and/or
 - Feel for any reason unable to provide an impartial review of the application.

The ORIS reserves the right to resolve areas of uncertainty and to determine if a conflict exists.

* Adapted from [the Government of Canada website](#).

Chinook Summer Research Awards

OVERVIEW	
Value	\$5,625
Duration	16 consecutive weeks (May through August)
Application Deadline	January 31, 2017 at 4:00pm
Notice of Decision	Late March or early April 2017
Start date	May 1, 2017
ORIS Contact	Penny D'Agnone (403-382-7198 or penny.dagnone@uleth.ca)

Description:

The Chinook Summer Research Awards aim to encourage research and advance training of undergraduate students from all faculties. The program facilitates research advancement by providing students with a suitable research training experience with a University of Lethbridge faculty member who has an ongoing research program.

The Chinook Summer Research Award is valued at \$5,625 for the duration of sixteen consecutive weeks and a full-time employment period during the summer months. Faculty members are strongly encouraged to supplement the award to adhere to [Alberta's minimum wage](#). It is expected that the funds requested in each competition will exceed the funds available.

Eligibility:

At the time of application the student must:

- Be a full-time student.
- Have a cumulative GPA of 3.30 or higher. Students with transfer credit from another institution must check eligibility with the Registrar's Office. The cumulative GPA shown on their Bridge account does not include transfer credit and thus, is not accurate for application purposes.
- Have completed at least eight courses at the University of Lethbridge at the conclusion of the semester in which the application is submitted.
- Plan to return to full-time undergraduate studies at the University of Lethbridge in the semester immediately following the award.

Timeline:

- **Fall:** Launch of current competition.
- **January 31, 2017 at 4:00pm:** Application deadline.
- **February – March:** Applications are sent to the GFC Research Committee for review and ranking.

- **March - April:** The GFC Research Committee meets to rank applications and make funding decisions.
- **April:** Notice of Decisions are distributed to applicants.
- **May 1 – August 31:** Term of the award.

How to Apply:

General Guidelines:

The student must link with a faculty member who has an ongoing research program. The student should discuss the application thoroughly with the faculty member prior to application. It is the student's responsibility to ensure that the complete application is submitted prior to the application deadline. **Submissions for the current competition are due by 4:00pm on January 31, 2017.** Late submissions will not be accepted and incomplete applications will be deemed ineligible. Official transcripts will be accepted for one week after the application deadline.

Complete applications require the following components:

1. [Chinook Summer Research Award Coversheet.](#)
2. **Student Letter:** The student must submit a *detailed letter* indicating the *specific* learning objectives associated with the academic program and the student's qualifications (e.g. education, experience, leadership roles, etc.) for this research award. This letter should also list the student's previous awards and scholarships. The student must include an explanation for any course withdrawals and/or lower transfer credits and/or semesters of study with less than 5 courses.
3. **Supervisor Letter:** The proposed supervising faculty member must submit a one-page abstract of the research program, indicate the work to be designated to the student during the tenure of the award, the work schedule, and indicate that adequate supervision will be provided. The faculty member must indicate whether he/she will be providing financial support for the student or the project. **Please note: it is recommended that the supervisor provide supplemental support.** The Chinook Award is offered as a nontaxable stipend. The supervisor should consider offering additional support in order to increase the market competitiveness of the award and to increase retention of students.
4. **Official Transcript(s):** The student must provide up-to-date official transcript(s) of their entire academic record (including transfer credit). Official transcripts for the University of Lethbridge can be requested through the online BRIDGE system and forwarded from the Registrar's Office to Penny D'Agnone, Office of Research & Innovation Services via campus mail. Transcripts from other institutions should be sent to Penny D'Agnone, Office of Research & Innovation Services, University of Lethbridge, 4401 University Drive West, Lethbridge, AB T1K 3M4. Official transcripts are expected to arrive within seven days of the application deadline.

5. **Letter of Recommendation:** The student must provide a letter of recommendation from a faculty member. This may be the supervising faculty, other U of L faculty, or a faculty member from another post-secondary institution that is known to the applicant. **The letter of recommendation must clearly outline the member's assessment of the student's independence, research potential, and academic record.** Please see the Conflict of Interest Guidelines below for guidance on requesting a recommendation.

Application submission instructions:

Complete applications **must** be submitted by **4:00pm on January 31, 2017** to the Office of Research Services & Innovation Services, B610 University Hall. Late applications will not be accepted. It is preferred that all the components are delivered in one package. However, official transcripts and letters of recommendation and the letter from the proposed supervisor can be sent electronically directly to penny.dagnone@uleth.ca with the subject line: CHINOOK AWARDS.

Following the application deadline, an email will be sent to applicants and their proposed supervisors confirming the receipt of the application.

Conditions of the Award:

1. **Use of funds:** The Chinook Summer Research Award is for a total of \$5,625 and will be disbursed to the successful applicant once a month on the last business day of each month starting on May 31st. Any supplemental funds to be provided by the supervisor should be submitted to Payroll Services directly by the supervisor by the May payroll cutoff for monthly Payroll Authorization Forms. These supplemental funds should be submitted to Payroll using the [Payroll Authorization Form \(PAF\) – Research](#).
2. **Term:** The term of the award is for sixteen (16) consecutive weeks between May 1 and August 31st. It is expected that the student work full-time equivalent hours (approximately 37.5) for each week over the summer. The exact hours and scheduling should be made in cooperation with the supervisor and student.
3. **Reports:** There are no reporting requirements for this award from the student or supervisor. Successful recipients will be posted on the [ORIS Competition Results](#) webpage.
4. **Personnel:** Personnel employed with grant funds are not regular University employees and are not covered by the provisions of the collective agreement(s) with support staff.

Evaluation Criteria and Process:

The following evaluation criteria apply to all applicants:

- 1. Student (50%):** Both the GPA and the Student Letter are evaluated for research/scholarly/creative achievements of the applicant as well as how the project fits with the learning objectives of the student.
- 2. Supervisor (25%):** The supervisor letter is evaluated based on the project description, the work schedule and whether there will be adequate supervision over the term of the award.
- 3. Recommendation (25%):** The Letter of Recommendation is evaluated on the assessment of the student by the referee as well as the quality of the letter. The recommendation should include specific examples and information to support the assessment.

NOTE: if a Faculty member has been proposed as a Supervisor for more than one applicant, the Supervisor will be asked to rank their potential trainees. A maximum of two Chinook Award recipients will be eligible to be supervised by one Faculty member per summer.

Following the application deadline, applications are sent to at least two members of the GFC Research Committee who are asked to rank the application packages on the above criteria. The applications are ranked as *fundable*, *may be recommended for funding*, or *not recommended for funding*. At a roundtable meeting, the GFC Research Committee ranks all *fundable* and *may be recommended for funding* applications. The applications that are funded are based on the budget allotment for that funding year. It is expected that the number of fundable applications will exceed the amount of available funds for each competition.

Once the applications have been placed in rank order, the first awards will be offered. Based on previous years, we can normally offer 20 Chinook Research Awards in total. Because applicants often apply to other studentships (e.g. NSERC Undergraduate Student Research Awards and AIHS Summer Studentships), the ORIS will work towards funding as many students as possible with all available awards. It is hoped that all awards will be accepted and finalized near the end of March or early April.

Conflict of Interest Guidelines* for Recommendation Selection:

A **conflict of interest** is a conflict between a person's duties and responsibilities with regard to the review process, and that person's private, professional, business or public interests. There may be a real, perceived or potential conflict of interest when the review committee member, external reviewer or observer:

- May receive professional/personal benefit resulting from the funding opportunity or application being reviewed;
 - Has a professional/personal relationship with an applicant or the applicant's institution;
- or

- Has a direct/indirect financial interest in a funding opportunity or application being reviewed.

A **conflict of interest** may exist when review committee members, external reviewers or observers:

- Are a relative or close friend or have a personal relationship with the applicant(s);
- Have had long-standing scientific or personal differences with the applicant(s); or
- Feel for any reason unable to provide an impartial review of the application.

The ORIS reserves the right to resolve areas of uncertainty and to determine if a conflict exists.

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